



BE MORE DO MORE SEYMOUR

North Carolina

City of Goldsboro North Carolina  
Human Resources Management Department

Post Office Drawer A  
Goldsboro, NC 27533

(919) 580-4357  
Fax (919) 580-4293  
JOB HOTLINE—(919) 580-4296

## EMPLOYMENT OPPORTUNITIES MONTH OF SEPTEMBER 2015

Use the link below to obtain the status of all City of Goldsboro positions.  
[http://www.goldsboronc.gov/human\\_res.aspx](http://www.goldsboronc.gov/human_res.aspx)

**Attention Applicants:** *Paper applications must be submitted to the Department of Human Resources Management Office, PO Drawer A, Goldsboro, NC 27533 or you may apply in person at 214 N. Center Street, Goldsboro, NC. A separate application must be submitted for each position you are interested in. You may include a resume; however, resumes are not accepted in lieu of a completed City of Goldsboro employment application. Only applicants considered for an interview will be contacted. Applicants please review City application to ensure you have the latest version, found on the website. Applications must be received in the Human Resources Management Department before 5:00 p.m. on the closing date. Positions listed as "Open until Filled" are subject to close without notice. Faxed or emailed applications/resumes will not be accepted. Pre-employment drug screening and criminal background check required. The City of Goldsboro is an Equal Opportunity Employer.*

All applicants are encouraged to download/use the most recently revised ("2010") application form. Applications may be obtained from our website at [www.goldsboronc.gov](http://www.goldsboronc.gov) or picked up at: Human Resources Management Office, Historic City Hall, 214 N. Center Street, Goldsboro NC 27533.

**COMING SOON:** *You will be able to apply for all vacant positions on-line. However, you can currently view job descriptions on-line.*



## INSPECTIONS DEPARTMENT

### Minimum Housing Inspector

Performs technical work inspecting housing units and properties for compliance with NC Minimum Housing Code provisions, and encouraging compliance with provisions; enforces the Demolition by Neglect Ordinance. An employee in this class performs technical, administrative, and investigative work in the enforcement of minimum housing ordinances and related provisions for the City. The employee also enforces the Demolition by Neglect Ordinance. Duties include taking complaints; making site visits to verify problems; inspecting and reinspecting properties; researching ownership records; contacting and discussing problems with homeowners, tenants and landlords; issuing notices of violations; preparing documentation for court cases if applicable; and maintaining records of activities. Work includes interpreting and explaining ordinances to the public and working

**Job Posting Updated: 9/21/2015**

with owners to comply with the local rules and regulations. The employee is exposed to inside and outside environmental conditions, vicious animals, and irate citizens. Work is supervised by the Chief Building Inspector and is evaluated through conferences, review of assigned projects, and reactions of the public and property owners.

### **Essential Duties and Tasks:**

- Researches property ownership and prepare reports summarizing nuisance or housing conditions, noting any defects and directions for necessary corrections;
- Prepares appropriate documentation, including sending out violation notices for corrective action; follow up to ensure abatement occurs.
- Receives complaints and looks for potential housing code violations; inspects housing units for compliance with NC Minimum Housing Code standards by assessing the unit's general condition and determining repair(s) needed; investigates rodent complaints as well as other health or sanitary problems.
- Initiates appropriate enforcement process to further ensure the condition is abated.
- Works with owners, renters and contractors to determine a plan of action for the repair or modification of structures and ensure compliance with Codes.
- Conducts hearings and meetings with property owners on housing condition findings (including unsafe building conditions) and review steps for corrective action and specified time limits; prepare formal documents notifying owners of the need to repair, remove, or demolish dwellings; re-inspects for insurance of corrective action
- Prepares necessary documentation requesting City action to require corrective action at owner's expense, when written notification fails to effect corrective action, testifies in court in proceedings against owner.
- Administers the Demolition by Neglect Ordinance, documenting communications and actions taken prior to approval for the City to demolish.
- Advises citizens and contractors of City Housing Code and Nuisance Code regulations.
- Maintains, maps, logs and records and prepares periodic and special reports.
- Utilizes building and electrical inspections certifications to inspect other properties in the City as needed.
- Attends training to attain and retain certifications.
- Performs related work as required.

### **Knowledge, Skills and Abilities:**

- Considerable knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected;
- Considerable knowledge of nuisance and building codes related to minimum housing standards, and related laws and ordinances;
- Skill in interpretation of codes and ordinances and in their application to specific situations.
- Ability to interpret local ordinances, rules, and regulations.
- Ability to detect poor workmanship, inferior materials, and hazards of fire and collapse.
- Ability to contact building owners, contractors and the public and effect satisfactory working relationships.
- Ability to maintain records and files and compose correspondence.
- Ability to enforce regulations tactfully and firmly.
- Ability to establish and maintain effective working relationships with associates, property owners and the general public in code enforcement situations.
- Ability to communicate effectively in oral and written forms.
- Ability to maintain accurate records and reports.

### **Physical Requirements/Special Requirements:**

- Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

**Education/Qualifications Required:**

- Graduation from high school and experience in a code enforcement, construction or related capacity, including some administrative and record-keeping work; or an equivalent combination of education and experience.
- Possession of valid North Carolina driver's license.
- Possession of State of North Carolina Level I Building Code Inspector license in the areas required and within the timeframes specified by the City.

**Salary Range:** Grade 71    **Minimum:** \$33,563    **Midpoint:** \$43,296    **Maximum:** \$53,029

**Closing Date:** Open Until Filled

***Apply online or submit paper application.***

## POLICE DEPARTMENT

**Certified Police Officers**

Performs general duty law enforcement work to protect life and property in the City. An employee in this class performs a full range of general law enforcement duties. Work includes patrolling the City during an assigned shift in a police car or on foot; preventing, detecting and investigating disturbances and crime; performing traffic control work; apprehending suspects; preparing records and executing related assignments. Work may be performed as a member of a patrol squad or in a specialty unit assigned to housing, parks or warrants. Employees must exercise judgment, initiative, and calm control when performing duties. Work involves frequent public contact requiring tact, firmness and decisiveness. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers.

**Education/Qualifications Required:**

- Possess high school diploma or GED certificate
- Must possess an appropriate driver's license valid in the State of North Carolina
- ***Must submit an appropriate North Carolina Basic Law Enforcement (BLET) certification or show proof of current enrollment in the BLET Program***
- Must meet and maintain minimum qualifications for the position as established by the department and/or State of North Carolina
- Must submit City of Goldsboro PAF 1-3 ([www.goldsboronc.gov](http://www.goldsboronc.gov) "jobs" link)
- Must submit NC Department of Justice Form F-3 ([www.goldsboronc.gov](http://www.goldsboronc.gov) "jobs" link)
- Must submit City of Goldsboro employment application

**Salary Range:** Grade 72    **Minimum:** \$35,241    **Midpoint:** \$45,461    **Maximum:** \$55,680

**Closing Date:** Open Until Filled

## PUBLIC UTILITIES (WASTE TREATMENT)

**Water Reclamation Facility (WRF) Operator I**

Performs responsible work in the operation of a Water Reclamation Facility, as well as laboratory and maintenance duties designed to produce safe treatment of wastewater. An employee in this class performs a variety of operational, laboratory, and maintenance duties designed to produce safe treatment of wastewater and disposal of domestic and commercial waste materials. Work is performed on an assigned or rotating shift. Work includes monitoring the plant's operation through observation, mechanical readings and the results of standard chemical and biological tests and to make necessary adjustments in the process as conditions or test results dictate. Other duties include performing standard laboratory duties and tests and assisting with plant and facilities maintenance. Work also includes substantial record keeping of work activities. Employees are subject to hazards associated with wastewater and plant operations including working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, working in small spaces such as sewer pipes, and oils. Workers may be required to wear respirators when working around chlorine tanks and eye protection when working around the UV disinfection system. Work around wastewater is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general

supervision and reviewed by observation, conference, and reviewing records for adherence to operations standards, instructions, and safety practices.

**Essential Duties and Tasks:**

- Makes regular tours of plant and checks barscreens, engines, generators, pumps, sandfilters, chlorinators, UV disinfection system, dewatering system, and other equipment for proper functioning.
- Records data from various meters, gauges and dials; logs daily, weekly, and monthly activities.
- Performs standard laboratory chemical and biological tests.
- Performs general preventative and scheduled maintenance; assists with major maintenance and repairs.
- Regulates and adjusts motors, pumps, blowers, valves and other apparatus to meet changing operating conditions.
- Performs routine building and grounds maintenance, including mowing, cleaning and painting.
- Collects wastewater samples.
- Analyzes plant performance and makes adjustments consistent with supervisory guidelines.
- Performs sludge removal operations.
- Check, maintains and repairs sewer lift stations.
- Performs related duties as required.

**Knowledge, Skills and Abilities:**

- Working knowledge of the operating characteristics and maintenance requirements of wastewater treatment plants.
- Working knowledge of applicable federal, state, and local laws, ordinances, and permitting requirements.
- Working knowledge of the occupational hazards of the work and of necessary safety precautions.
- Some knowledge of standard laboratory tests and procedures used in a water or wastewater treatment plant.
- Working knowledge of the use of computers to record data, prepare reports, and operate plant equipment.
- Some knowledge of hydraulic, chemical and mechanical principles pertinent to water or wastewater treatment plant operations.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to conduct routine laboratory tests.
- Ability to understand and follow moderately complex oral and written instructions.
- Ability to read meters, charts, and technical manuals and drawings accurately and to maintain records of shift operations.
- Has some skill in use and care of hand tools.
- Ability to establish and maintain effective working relationships with peers and superiors.

**Physical Requirements/Special Requirements:**

- The work requires some strenuous physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 74 pounds.

**Desirable Training and Experience:**

- Graduation from high school supplemented by course work in chemistry or biology and some experience in the operation and maintenance of machinery and equipment, preferably in a water or wastewater treatment plant; or an equivalent combination of education and experience.
- Possession of a valid North Carolina driver's license.
- Ability to obtain North Carolina Grade I Wastewater Operator Certificate within 12 months of hire date.

**Salary Range:** Grade 69    **Minimum:** \$30,442    **Midpoint:** \$39,271    **Maximum:** \$48,099

**Closing Date:** October 2, 2015

***Apply online or submit paper application.***

# PUBLIC WORKS DEPARTMENT

## **Deputy Director**

Performs complex professional and difficult administrative work assisting the Public Works Director in overseeing the public works operations as required by the Director; does related work as needed. Will fill in for Public Works Director during Director's absence. Work is performed under the general supervision of the Public Works Director. Supervision is exercised over personnel as required by the Public Works Director. Specific responsibilities include responding to citizen concerns, participating in the planning of major capital projects, and managing day-to-day operations for the divisions under Deputy's supervision. Work involves supervising divisional staff; participating in public works and utilities projects; supervising and participating in the preparation of design criteria, analysis, specifications, plans, investigations, cost estimates, establishing schedules for work; assuring preparation of reports and related records. Work is performed under the general supervision of the Public Works Director.

### **Essential Duties and Tasks:**

- Plans, organizes, directs and coordinates the activities within certain divisions as required by the Public Works Director;
- Deputy Director will have 3 +/- divisions within the Public Works Department as direct reports. The specific divisions will be dependent on skillset and established by the Director;
- May participate in the selection of vendors/contractors for services;
- May make field inspections of public works projects to ascertain status;
- Recommends operational changes to the Public Works Director;
- Receives citizen inquiries or complaints and handles appropriately;
- Recommends appropriate equipment and facilities for divisions under Deputy's supervision;
- Coordinates activities with other divisions within department and other departments;
- Enforces all safety rules and regulations;
- Handles correspondence, prepares a wide variety of reports on division activities as requested;
- Performs related tasks as required.

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of the practices and equipment used in public works maintenance and construction operations in some/all of the following areas: street repair and maintenance;
- General knowledge of fleet maintenance management;
- General knowledge of the principles and practices of civil engineering;
- Ability to plan, supervise, and inspect work of utility maintenance and sanitation crews;
- General knowledge of water, sewer, solid waste and storm water regulations;
- Ability to prepare a budget and monitor expenditures;
- Ability to prepare and maintain detailed records;
- Ability to establish and maintain effective working relationships with City officials, employees and the general public.

### **Physical Requirements:**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects;
- Work requires climbing, balancing, stooping, standing, and walking;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly;
- Hearing is required to perceive information at normal spoken word levels, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities;
- Subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, and hazards.

### **Education/Qualifications Required:**

- Minimum qualifications include graduation from an accredited college or university with an undergraduate degree in civil engineering, management, public administration or related field, and three years of related



experience in municipal engineering or public works field, including supervisory and management experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possession of a valid North Carolina driver's license.
- Registration as a Professional Engineer and/or Master's Degree in Public Administration preferred.

**Salary Range:** Grade 84    **Minimum:** \$63,288    **Midpoint:** \$81,641    **Maximum:** \$99,995

**Closing Date:** Open Until Filled

***Apply online or submit paper application.***

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**Equipment Operator (Sanitation)**

***\*THIS IS A REPOST. PREVIOUS APPLICANTS DO NOT NEED TO RE-APPLY.\****

Performs intermediate semiskilled work in the operation of motorized equipment; does related work as required. Work is performed under regular supervision. Supervision may be exercised over laborers. Employees in this class operate heavy construction and maintenance equipment and directs crew members in public works department. Employees perform work in accordance with established safety rules and regulations. Work is performed under general supervision and is evaluated by observation for efficiency and effectiveness.

**Essential Duties and Tasks:**

- Operates medium to heavy construction and maintenance equipment; operates sanitation equipment and direct crew members; performs general labor and semiskilled tasks as related.
- Operates dump trucks, tractors, garbage packers, trash trucks and related equipment;
- Operates a backhoe, trencher and related equipment in the maintenance and construction of roads and utility lines;
- Performs general construction, maintenance and repair work on public works projects, utility and storm drainage systems, parks, buildings and ground;
- Oversees and coordinates the work of laborers assigned to the vehicle or task;
- Operates multipurpose equipment in laying storm drains;
- Operates large automotive sweepers in cleaning roads and streets;
- When not operating medium equipment, operates light equipment;
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

- General knowledge of the principles and practices of operating and servicing medium duty construction and maintenance equipment
- General knowledge of the traffic laws and regulations governing equipment operation
- General knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment
- Must possess skill and care in the operation of several types of trucks and construction equipment
- Must have ability to understand and follow oral and written directions
- Must display mechanical aptitude and ability to make minor repairs and adjustments to equipment
- Must be able to supervise the work of unskilled workers

**Physical Requirements/Special Requirements:**

- The work requires some strenuous physical exertion such as walking over rough or difficult terrain; recurring standing, stooping, climbing or walking; recurring lifting of moderately heavy items weighing between 25 and 75 pounds and may require the occasional lifting of objects weighing in excess of 74 pounds. The work may require specific physical characteristic and abilities such as heightened strength, mobility, dexterity and full range of motion.
- Must be able to perform medium to heavy work, exerting up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly
- Must possess the visual acuity to operate trucks and other equipment

**Education/Qualifications Required:**

- Any combination of education and experience equivalent to graduation from high school
- Considerable experience in the operation of medium/heavy duty motorized equipment
- Possession of a valid NC Commercial driver's license
- Ability to communicate well verbally and written
- Ability to deal with citizen concerns and questions

**Salary Range:** Grade 69    **Minimum:** \$30,442    **Midpoint:** \$39,271    **Maximum:** \$48,099

**Closing Date:** Open Until Filled

***Apply online or submit paper application.***

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**Sanitation Superintendent**

This position is responsible for supervisory and administrative duties associated with the planning, organization, and management of the City's solid waste collection, transportation, disposal, and recycling programs. Work is performed under the general supervision of the Public Works Director. An employee in this class is responsible for planning, organizing and directing the work of numerous crews of sanitation workers and equipment operators engaged in the daily collection of commercial and residential refuse, recyclable materials, limbs, leaves and yard waste. Duties include ensuring that all collection routes are staffed and that equipment is in proper working condition to ensure efficient service. Other responsibilities include responding to public inquiries regarding service and resolving issues that arise. Work also includes purchasing, record-keeping and delegation of responsibilities. Work includes responsibility for a fleet of specialized sanitation trucks and related equipment. The employee assists the Public Works Director in developing policies and procedures to ensure that all services are delivered properly and effectively. Duties also include oversight for the transfer of refuse and recycling materials. Work involves considerable public contact in providing public assistance and resolving problems. Work requires considerable independent judgment and initiative and tact and courtesy in dealing with the public. An employee in this class is subject to working in inside and outside environments, and in extreme temperatures. Hazards in this work include exposure to loud noises, proximity to moving mechanical parts, dangerous and high traffic conditions, exposure to fumes, odors, dusts, gases, and oils. Work is reviewed by the Public Works Director for program efficiency and effectiveness through periodic discussion, conferences, written reports, and public acceptance.

**Essential Duties and Tasks:**

- Manages, plans, organizes, and directs all aspects of the City's solid waste collection program, including household waste, yard waste, bulky waste, recycling, dumpster service, white goods, and leaf & limb collection
- Responsible for advancement of Division to include procedure optimization, customer service offerings and hiring/training of personnel.
- Responsible for recommendations to Director for all Divisional finances to include Capital requests, yearly budget preparation, and maintenance of equipment.
- Responsible for Quality Control of services offered to customers and morale within Division.
- Represents Division, Department, and City to internal and external agencies/organizations.
- Maintains all permits and Division records required for operations.
- Ensures that all equipment is in proper working order and coordinates repairs/replacements.
- Supervises the activities of the refuse transfer program, and ensures recycling materials are transported to other locations outside the City in a timely manner.
- Prepares time and payroll records; compiles and reviews crew reports.
- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles, practices and procedures regarding the operation and maintenance of solid waste and recycling collection/ disposal.
- General knowledge of state solid waste regulations and guidelines; motivational and managerial principles; and operational and maintenance requirements of sanitation equipment.
- Ability to plan, organize, schedule and supervise work and employees effectively.
- Ability to establish and maintain effective working relationships with other employees, subordinates, and

officials.

- Ability to use considerable tact and courtesy in dealing with the public regarding service complaints.
- Ability to complete and maintain appropriate records and prepare reports on Division activities.

**Physical Requirements/Special Requirements:**

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, grasping, talking, hearing, feeling, and performing repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Must have visual acuity to operate a vehicle, review the work of staff, and complete records.

**Education/Qualifications Required:**

- Minimum qualifications include graduation from high school with supervisory/managerial experience. Graduation with a Bachelor Degree from college and prior supervisory experience in Solid Waste/Recycling Collection is strongly preferred.
- Possession of a valid North Carolina driver's license.

**Salary Range:** Grade 81    **Minimum:** \$54,670    **Midpoint:** \$70,525    **Maximum:** \$86,379

**Closing Date:** Open Until Filled

**NOTE: First Review of applications will begin on October 20, 2015.**

***Apply online or submit paper application.***

## PARAMOUNT THEATRE

**Events Manager – Goldsboro Event Center (TEMPORARY, PART-TIME)**

Performs administrative and professional work through planning, organizing, promoting and managing the operation of the Goldsboro Events Center. Work involves scheduling all events, providing resources and support to renters and overseeing the facility maintenance and grounds in collaboration with City staff support. Work is performed under the general direction of the Paramount Theatre Director and is reviewed for quality service, effective marketing, and general community reputation.

**Essential Duties and Tasks:**

- Manages single and multiple event situations; serves as the front-line spokesperson for the Event Center;
- Meets with rental clients and other event service providers to ensure the success of client events; explains facility capabilities and policies; discusses logistical needs to establish event guidelines;
- Serves as manager on duty during events;
- Prepares pre-event checklist and conducts pre-event walk through and post-event evaluation of the facility. Plans and evaluates crowd control, traffic patterns, security and patron services;
- Effectively and quickly handles renter problems or addresses concerns; confers with Director on any unusual concern or requests; prepares incident reports and communicates with client on emergency situations;
- Type general correspondence, memorandum, reports, schedules, contracts, and other materials related to events;
- Recruits, trains and supervises part-time staff for special events according to established guidelines; coordinates staffing and schedules; makes recommendations of performance and disciplinary actions to Director;
- Assist Director with budgeting and operational guidelines;
- Creates and maintains relationships with vendors, contractors, caterers, retailers and event professionals to provide resources to renter;
- Prepares and delivers presentations to local civic, businesses and community organizations on Goldsboro Events Center activities and special projects;
- Develops community partnerships and works closely with various board and committees to foster economic development and tourism;



- Assists and works with City of Goldsboro departments on special projects or assignments;
- Oversees the maintenance of the facility, grounds and equipment; works in collaboration with Parks & Recreations and Public Works to ensure needs are met;
- Prepares monthly report for submission to Director regarding activities and progress in assignments; and
- Performs related tasks as assigned.

#### **Knowledge, Skills and Abilities:**

- General knowledge of modern office practices and equipment
- General knowledge of principles and methods involved in tourist and event promotion
- General knowledge of facility maintenance
- Ability to communicate effectively orally and in writing; ability to monitor expenditures; ability to multitask and adapt to rapidly changing situations; ability to establish and maintain effective working relationships with industry, civic, community and business leaders, contract/service providers and general public
- General knowledge of Microsoft Word, Excel, Publisher & Outlook
- Ability to maintain order; skilled in conflict resolution
- Ability to work flexible hours with night and weekend work required
- Ability to tactfully and courteously deal with patrons and renters
- Ability to instruct and train part-time staff and volunteers
- Ability to make effective public presentations

#### **Physical Requirements/Special Requirements:**

- Must be able to perform the basic life operational skills of reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions;
- Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects;
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

#### **Education/Qualifications Required:**

- Graduation from accredited college or university with a degree business, public relations or a related field and/or related experience which will yield the required knowledge, skills, and abilities; or any equivalent combination of education and experience, including three to five years of event planning experience.

**NOTE: This is a part-time temporary position consisting of 25-30 hours per week. Work schedule will vary; flexibility required with weekday evenings and weekends.**

**Pay Rate:** \$18.00 - \$23.00 per hour, depending on qualifications

**Closing Date:** October 12, 2015

***Apply online or submit paper application.***

## **PARKS AND RECREATION**

#### **Activity Instructors (PART-TIME)**

Employees in these positions should have experience in instructing those ranging in age from 6 – 80 years old and be able to teach fun, safe, and effective classes. Energetic and motivated employees needed to teach the following classes:

- Yoga
- Tai Chi
- Aerobic Exercises (Step; High Intensity Interval Training; etc.)
- Art Classes (Beginner Drawing, Basic Guitar, Piano, etc.)

Working hours for these classes may include mornings, afternoon, evening, nights, and weekend that average from 4 – 10 hours per week. Performs related duties as required. Part-time activity instructors will report to full-time Parks and Recreation staff.

**Education/ Qualification Required:**

- High School diploma or GED required
- Experience in leading instructional classes/programs
- Certification for activity/class for which you are applying is strongly desired
- First Aid and CPR certification is a plus

**Pay Rate:** ***Varies depending on experience and certification***

**Closing Date:** Ongoing

***Apply online or submit paper application.***

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**Laborer (PART-TIME) – Golf Course**

An employee in this class will perform a variety of unskilled and semi-skilled manual labor tasks in the maintenance and repairing of the Golf Course grounds and all related areas. Tasks will include, but not be limited to: weed eating and push mows, digging and backfilling of ditches; assisting with the construction and maintenance of grounds and facilities; using any hand tools and some power equipment.

**Education/ Qualification Required:**

- High School diploma or GED required
- General knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned.
- Ability to understand and follow specific oral instructions.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions.
- Ability to lift heavy articles.
- Must be in good physical condition.
- This position will be August through November 2015
- Work schedule includes holidays and weekends, with possibly some evening work hours.

\*Four positions available

**Pay Rate:** \$11.91 per hour

**Closing Date:** Open until filled

***Apply online or submit paper application.***

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